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Context Menus:

- Context menus provide quick access to many menu functions.
- They are opened by right-clicking on a paragraph, graphic, or other object.
- When a context menu opens, the functions or options available will depend on the object that has been selected.
- A context menu can be the easiest way to reach a function, especially if we are not sure where the function is located in the menus or toolbars.
- By default, context menus will display an applicable keyboard shortcut if one has been set. If we wish, we can toggle this visibility off or on in **Tools > Options > View > Menu**.
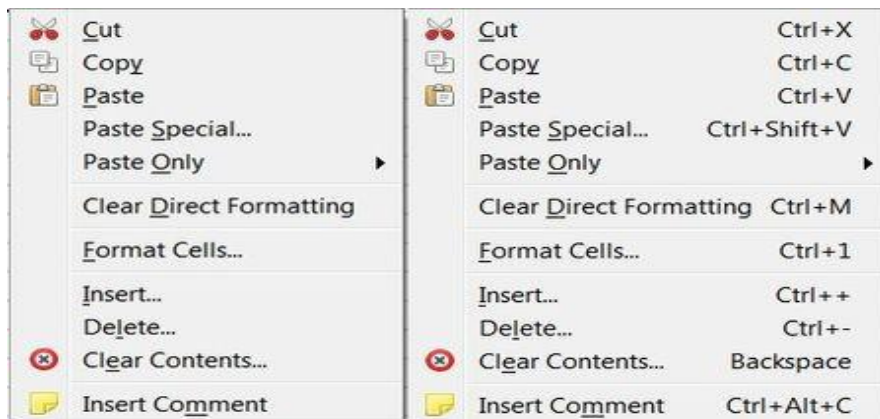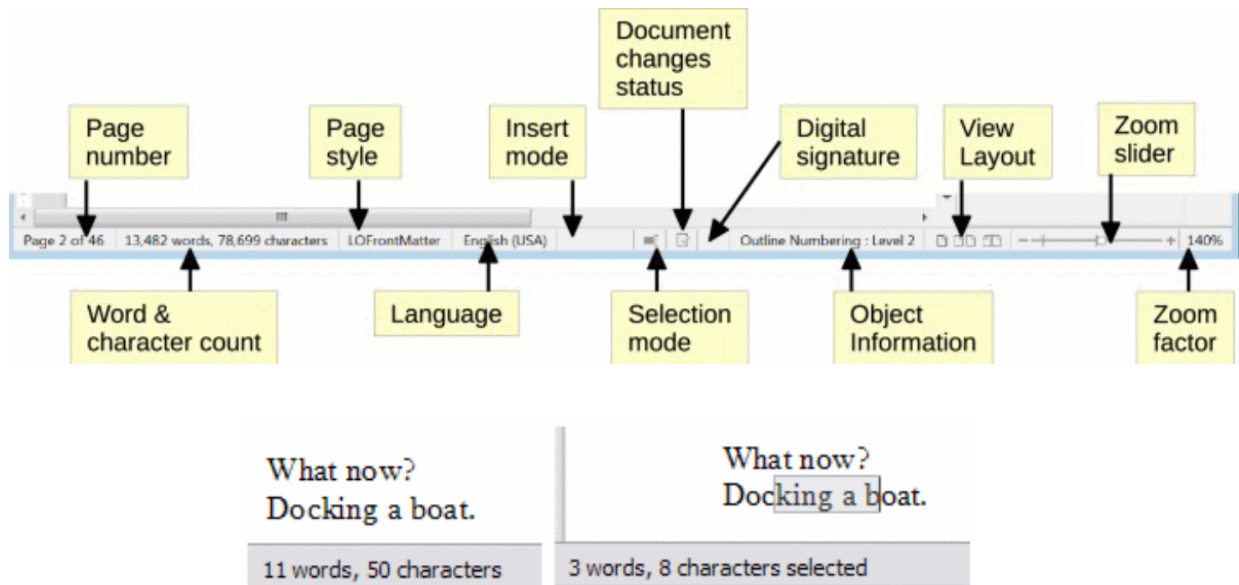

The Writer interface:

The main Writer workspace is shown in the figure.
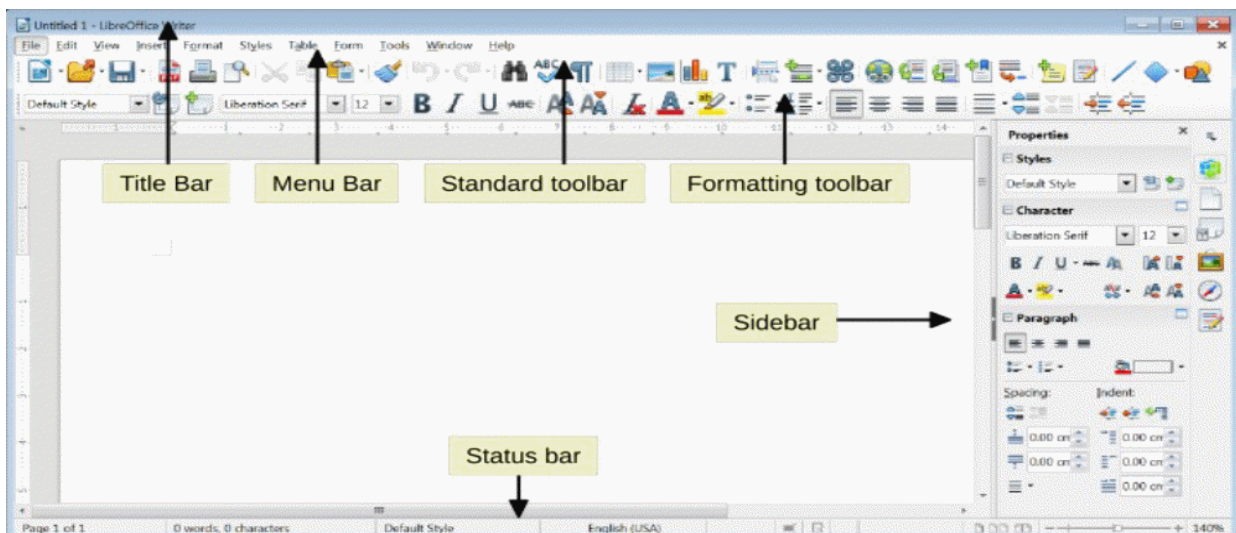
Status Bar:

- The Writer Status Bar provides information about the document and convenient ways to change some document features quickly. The Status bar components are shown in the figure:


- To display extended statistics such as character counts that exclude spaces, double-click the word count in the Status Bar, or choose **Tools > Word Count**.
- We can also see the number of words and characters (and other information including the number of pages, tables, and graphics) in the entire document in **File > Properties > Statistics**.

Page style: Shows the style of the current page. To change the page style, right-click on this field. A list of page styles pops up; choose a different style by clicking on it. To edit the current page style, double-click on this field. The Page Style dialog opens.

Language: Shows the language at the cursor position, or for the selected text, that is used for checking spelling and grammar as well as for hyphenation and thesaurus dictionaries. Click to open a menu where we can choose another language for the selected text or for the paragraph where the cursor is located. We can also choose none (do not check spelling).
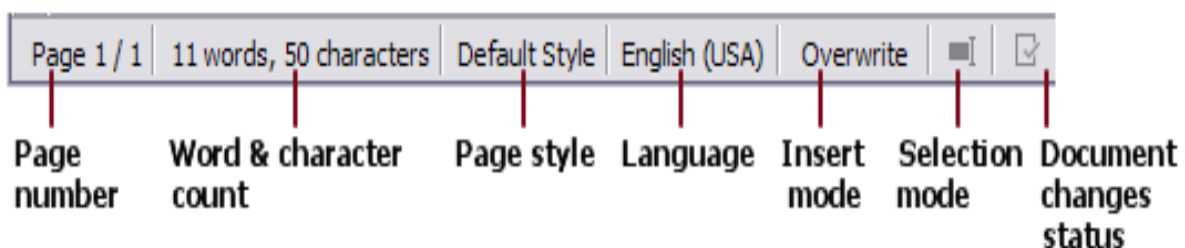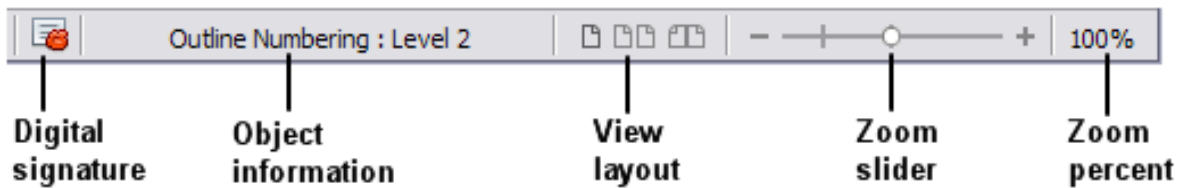
Page, sheet, or slide number and page count: Shows the current page, sheet, or slide number and the total number of pages, sheets, or slides in the document. Click on this field to open the Go to Page dialog. Other uses of this field depend on the LibreOffice component.

Words and characters: Shows the total number of words and characters in the document or in the selection.

Insert mode: Shows the type of insert mode the program is in. This field is blank if the program is in Insert mode. Each time the Ins key is pressed, or this field is clicked, the mode toggles between Insert and Overwrite.

Selection mode: Click to choose different selection modes. The icon does not change, but when we hover the mouse pointer over this field, a tooltip indicates which mode is active.

Unsaved changes: The icon shown here is different when changes to the document have not been saved.

Digital signature: If the document has been digitally signed, an icon shows here. We can click the icon to sign the document, or to view the existing certificate.

Object information: Displays information relevant to the position of the cursor or the selected element of the document.

View layout: Select between Single-page view, Multiple-page view, and Book view to change how the document is displayed.

Zoom slider: Drag the Zoom slider, or click on the + and − signs to change the view magnification of the document.

Zoom percentage: Indicates the magnification level of the document. Right-click on the percentage figure to open a list of magnification values from which to choose. Clicking on this percentage figure opens the Zoom & View Layout dialog.

Assignments:

    A. **What is Context Menu? What are the main options usually available in the context menu?**

    B. **What is status bar? Explain any five components of 'Writer' status bar.**